



HAINES BOROUGH
POSITION DESCRIPTION

PUBLIC WORKS SUPERINTENDENT

SUMMARY

The Public Works Superintendent is responsible for direct supervision and oversight of Public Works and reports directly to the Director of Public Facilities. The Public Works Superintendent directs and coordinates the activities of the Public Works crew, which encompasses work on Borough streets/roads, cemeteries, parks, and Borough buildings. This is a working superintendent position.

DUTIES AND RESPONSIBILITIES:

1. Is responsible for the operation, maintenance and repair of all equipment used in the Public Works operation.
2. Is responsible for the maintenance and repair of all Borough vehicles.
3. Is responsible for maintaining Public Works facilities, including yard areas and inventory, in a neat and orderly condition.
4. Works closely with the Director of Public Facilities on the preparation of plans and applications for required projects.
5. Prepares and submits the annual budget for Public Works and controls expenditures within authorized limits.
6. Makes sewer and water line installations and repairs as required.
7. Supervises all construction or field operations of the Public Works crew.
8. Performs all duties required of him under any ordinances of the Borough that relate to Public Works and buildings.
9. Operates all maintenance equipment used by the Borough, as needed.
10. Approves all payroll time sheets of Public Works personnel prior to submission to the Finance Department.
11. Prepares and submits records or reports, as requested by the Director of Public Facilities.
12. Is responsible for maintaining a current inventory.
13. Performs other duties, as requested.

Supervisory

Supervises Public Works employees and operations in accordance with Borough policies and applicable laws. Responsibilities include assisting with applicant interviews; recommending applicant hires to the Director of Public Facilities; preparation of Public Works Department staff schedules; training employees; planning, assigning and directing work; conducting employee evaluations; rewarding and disciplining employees; addressing complaints and resolving problems.

KNOWLEDGE AND ABILITIES:

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job duties and responsibilities. To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must have extensive knowledge of road/street design, construction and maintenance. Must have knowledge of water and sewer systems. Must be familiar with electrical, plumbing, carpentry and mechanical sciences.
2. Must be able to operate all Borough equipment. Must establish and maintain cooperative relations with those contacted in the course of work; analyze situations accurately and take prompt, effective action; plan, direct and coordinate the work of others.
3. Must have the ability to read, analyze, and interpret general business periodicals, financial reports and government regulations. Must have the ability to write reports, business correspondence and department plans or procedures. Must have the ability to effectively present information and respond to questions from the general public. Must have the ability to draw valid conclusions.

EMPLOYMENT STANDARDS:

1. High school graduate or general education degree (GED).
2. Must possess a valid Alaska Commercial Driver's license (CDL) or obtain one before employment begins.
3. Experience in a Municipal Public Works Department or equivalent.
4. Must be in good general physical health.
5. While performing the duties of this job, the employee is regularly required to sit; use hands to handle tools; operate heavy equipment; talk and hear. The employee frequently is required to reach with hands and arms, to stand, walk, climb, balance or crouch. The employee frequently will be required to move about to coordinate work.
6. The employee is required to operate a motor vehicle.
7. The employee must regularly lift and/or move up to fifty pounds and occasionally lift and/or move over fifty pounds.
8. The employee must have clear close, distance and color vision.
9. The noise level in the work environment is often high.
10. The employee is required to work in the out of doors on a regular basis in all types of weather conditions.